

**LSF005 – LaGov Control Agencies**  
**REQUEST FOR SECURITY – FORM INSTRUCTIONS**  
Revised 06/14

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

**Position Number:** Position number to be assigned LaGov control agency security.

**Position Business Area:** Position belongs to this business area.

**Name:** Employee name.

**Personnel Number:** Personnel number assigned by HR department.

**Business Area Access List:** List of agency numbers in which the user requires access.

**Action:** **Check appropriate action to be taken for position number listed on this form.**

**Add:** Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

**Remove:** Removes all security governed by the form from the position. Do not select any job functions when choosing the **Remove** action.

**Change:** Change any existing security on the position governed by this form to match only the selected security on this form.

**Temp Auth:** Add temporary authorization for the selected security to this position. Use the start date and end date to establish the validity period for the temporary authorization.

**Start Date:** The beginning date for the permissions requested.

**End Date:** The ending date for the permissions requested. If not a temporary authorization request, then the end date should always be 12/31/9999.

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**OSRAP – Interim Support Group:**

AA OSRAP Cap Asset Valuation Adjuster	Responsible for processing unplanned depreciation related to the retirements, sales, and transfers of Assets.
AP Stwd Cntl AP Vend Mast Data Admin	Responsible for creating and maintaining master data required to conduct business between a vendor and state purchasing agency. Key responsibilities include: changing and/or updating vendor master records; blocking/unblocking vendor master records; marking vendor master records for deletion.
CO Master Data Processor	Responsible for creating and maintaining master data used in the CO module of LaGov. This master data includes: Primary and Secondary Cost Elements; Activity Types and Activity Type Groups; Statistical Internal Orders; Plan Data for Activity Types; and Cost Centers.
FM Budget Controller	Responsible for maintaining the budget status for each fiscal year. Valid budget statuses are: Budget Preparation, Budget Execution, and Closed.
FM Period End Processor	Responsible for maintaining the status of the budget periods for each fiscal year. This includes opening and closing the budget periods which control the posting of both budget allocation and budget consumption documents.

GM Statewide Central Grants Administrator	Responsible for creating and maintaining various centralized master data items used in the Grants module, including: Business Partner (Sponsor), CFDA codes, Sponsored Classes and groups, Funds Center groups, Sponsored Program groups, Funded Program groups, Grant groups, and Cost Element groups. This role is also responsible for updating various GM derivation tables, and reversing and resetting Debit Memo Requests in the GM module.
GL Close Processor	Responsible for maintaining the status of the budget periods for each fiscal year. This includes opening and closing the budget periods which control the posting of entries to the general ledger, cost accounting documents, and materials management documents.
GL Doc Proc – Control Agency w/ Self Post	Responsible for posting GL documents created and/or modified by another user. This role can also create and change GL documents then park and/or save as completed. Other transactions enabled with this role are the mass reversal of documents, and the updating of the AFS Appropriation Unit and AFS Activity Code crosswalk tables.
GL Master Data Processor	Responsible for creating and maintaining GL master data records used in the Chart of Accounts.
PM Statewide Property/Fleet Mgr	Responsible for processing Home Storage/Personal Assignment vehicle requests (M4 Notifications) for all State agencies. Track equipment usages and maintenance events for reporting purposes for all State agencies in LaGov.
RE Building Master Data Processor	Responsible for creating and maintaining Real Estate Master Data for buildings, including: setting up the financial structure of the building (site, buildings and available and rental spaces). This role replaces the functionality previously processed by ORM.
RE Land Master Data Processor	Responsible for creating and maintaining Real Estate Master Data for land, including: setting up the financial structure of the sites or control sections, associated land parcels, and available and occupied rental areas.

#### **Office of State Purchasing:**

SRM - Buyer	Responsible for processing shopping cart requests for goods/services and professional contract services. Processing will include creating purchase orders from the shopping cart and creating RFx (bids/RFPs), evaluating and awarding responses, creating resulting purchase orders/contracts, updates and maintains the fuel database. Our design to meet the encumbrance requirement is that professional contracts (engineering, legal, consulting, etc) are purchase orders; this excludes “retainer contracts.” Buyer can create POs, RFxs, and contracts without a shopping cart request.
SRM – OSP Buyer (Fuel Pricing)	Role allows for the functionality to maintain and update the fuel database. User must have the SRM Buyer role.
SRM Contract Novation	Role allows for the functionality to perform Contract Novation (Assignment of Contract).
SUS – SUS Vendor Admin Stwd	Responsible for statewide vendor maintenance within SUS; this includes resetting forgotten/lost vendor password for SUS, locking/unlocking vendor user contacts, etc. This is also the designated role for the OSP vendor support team who takes vendor calls as may be related to vendor registration.
MDM – Catalog Manager	Responsible for creating and managing statewide contract items in the MDM Catalog Application. Processing includes creating catalog items, reviewing items for accuracy, editing items, and marking items for deletion. Responsible for approving or rejecting catalog items within the MDM Catalog workflow.
MM – Global Master Data Processor	Responsible for creating and extending Material Master Records to requested Plants. Also responsible for editing Global information on the Material Master Record.

SRM – Buyer – Advance	Includes all functionality of the SRM Buyer role. This role also allows for registration on behalf of the vendor in SUS via single sign-on eProcurement tab.
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**Office State Uniform Payroll:**

AP Stwd Cntl AP 1099 Data Proc	Responsible for ensuring that all 1099 related vendor and transaction activity is in compliance with the Internal Revenue Service (IRS) guidelines and transferring that information to the IRS.
AP Stwd Cntl AP Payment Proc	Responsible for completing the processing of payments to LaGov Accounts Payable Vendors. Key responsibilities include Reset Cleared Items, Reprint Check, Void Issued Check, Reverse Check Payment; processing agency requests for vendor EFT bank reversals, system reversals and replacements, and stop pay requests; processing the aged outstanding and abandoned property processes.
AP Stwd Cntl AP Vend Mast Data Admin	Responsible for creating and maintaining master data required to conduct business between a vendor and state purchasing agency. Key responsibilities include: changing and/or updating vendor master records; blocking/unblocking vendor master records; marking vendor master records for deletion.
CM Bank Reconciler	Responsible for post processing of electronic bank statement (EBS). Key responsibilities include: manually clearing items that do not automatically clear through EBS process and making sure corrections/errors are processed in a timely manner.

**Louisiana Property Assistance Agency:**

PM State Master Data Processor	Responsible for assisting all state agencies in editing and maintaining master data elements (e.g. equipment master record, asset master record, etc.) for technical objects (e.g. scheduled maintenance plan on the equipment master record, edit and update asset master record to add VIN, etc).
PM Reporting Managerial	Responsible for reporting on maintenance events, statistical data, and activity reporting as needed for audit purposes, responses to requests for public records, or other administrative official requirements. The difference between this role and standard display is access to a small list of report transactions that are system intensive and require training to implement effectively. Note: LPAA as a control agency will have access to all State agencies in LaGov.
PM Notification Proc: Prop Mgr	Responsible for creating and maintaining property control records for inventoried movable assets belonging to primary State agencies. For example, when a laptop is assigned to a State employee the property control record will be edited accordingly. All agencies that inventory and/or maintain state-owned movable assets will need this role. Reporting for State management to track costs and activities in maintenance operations. Note: LPAA as a control agency will have access to all State agencies in LaGov.
PM Notification Proc: Fleet Mgr	Responsible for the entry of personal assignment/home storage requests for State fleet vehicles. Responsible for entering fleet and equipment usage data for tracking and reporting such as: Gallons of fuel; Ending/Beginning Odometer. Reporting for State management to track costs and activities in maintenance operations.
PM Display	This role is assigned for all users needing to view PM standard reports, work orders, Equipment Master Records (EMR), or other master data for technical objects in LaGov. Personnel with only this role will not have any create/edit functions.
PM Property Auditor	This role is assigned for all users needing to view PM standard reports, work orders, Equipment Master Records (EMR), or other master data for technical objects in LaGov. Personnel with only this role will not have any create/edit functions.

**Office of Contract Review:**

OCR – Approver	Responsible for approving professional contract services. Our design to meet the encumbrance requirement is that professional, consulting, social, or personal contracts are purchase orders.
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**Office of Facility Planning and Control:**

RE Contract Processor – FPC	Responsible for approving professional contract services. Our design to meet the encumbrance requirement is that professional, consulting, social, or personal contracts are purchase orders.
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**Inquiry Only:**

FI-01 Financial Inquiry Only	Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another Financial role and to those who have responsibility for overseeing and monitoring financial activities.
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LO-01 Logistics Inquiry Only	Display of Inventory Management information, such as: List of Material Documents; List of Warehouse Stocks on hand; Display of Individual and Collective MRP List; Display of Reservations; Listing of stock in transit; Display of Planned Orders; Display of Purchase Orders; Display of inventory counts; Display of Material Forecast; Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all State agencies movable property. Display of Warehouse information, such as: Transfer requirements; Inventory Count Documents; Bins; Storage Units.
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Urgent	This box should only be selected when a processing deadline would not otherwise be met.
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The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.